



FOR THE TRIAL COURTS OF ARIZONA IN MARICOPA COUNTY APPLICATION FOR NOMINATION AS COMMISSIONER

Instructions to the Applicant and Summary of the Hiring Process

Instructions for Completing the Application Form

Applicants may obtain the application form and instructions by going to <http://www.superiorcourt.maricopa.gov/> - click on the "Employment" link.

All applicants must deliver the **original plus 15 copies** of the completed application to Judicial Branch Human Resources, 101 West Jefferson, East Court Building, 3rd Floor (Law Library), Suite A, Phoenix, Arizona 85003 **no later than 3 PM on Wednesday, May 18, 2011.** Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For additional information call Jason Novak at **602-506-0498**. Applicants are encouraged to deliver applications and references as early as possible.

1. Type all answers. Do **not** include these instructions with the completed application form.

For responses prepared on a typewriter: If more space is needed, attach additional pages to the end of the application form and type the corresponding question number next to the information.

2. Completely answer all questions. If a question does not apply, write "Not applicable" in the space provided. If information is not available, write "Not available" and state the reason(s) the information is not available. Sign the application and the Authorization for Background Checks.
3. Make **15** **copies** of the application. Please complete only one (1) of the applicant survey (form is optional) and one (1) of the Authorization for Background Checks and attach to the original application. Omit from application copies.
4. Send the application with your original signature, plus the required number of copies, to: **Judicial Branch Human Resources, 101 West Jefferson, East Court Building, 3rd Floor (Law Library), Suite A, Phoenix, Arizona 85003 (Attn: Jason Novak)**. The Court cannot be responsible for applications not received. If the U.S. mail is used, applications should be sent by registered or certified mail, return receipt requested.
5. The deadline for applications is **3 PM on Wednesday, May 18, 2011.**

Applications must be received by the stated deadline.



Instructions for Reference Letters

**Reference letters are due no later than
3 PM on Wednesday, May 18, 2011**

The Nominating Committee welcomes written assessments of applicants' skills, expertise, ethics and any other characteristic relevant to an individual's potential as a judicial officer. Many applicants solicit letters of reference supporting their application. However, applicants are advised "more" is not necessarily "better." The Committee feels that four to six substantive letters of reference are usually adequate to give the Committee insight into what others think about the applicant.

Letters of Reference should be included with and stapled to the back of your original Application and Application copies. Letters regarding applicants (pro or con) may also be sent to Judicial Branch Human Resources, 101 West Jefferson, East Court Building, 3rd Floor (Law Library), Suite A, Phoenix, Arizona 85003, Attn: Jason Novak. Do not send any reference letters directly to individual Committee members. All reference letters are due by **3 PM on Wednesday, May 18, 2011**.

Applicants may not personally contact Committee members regarding their application after the application is filed. Committee members cannot individually interview applicants or commit in advance to vote for any applicant.

SUMMARY OF THE COMMITTEE PROCESS

1. Application Deadline: All applications are due as stated in the announcement and on the application form.
2. Screening Meeting: At the screening meeting the Committee reviews all applications received and the results of any investigation conducted by Committee members. The Committee then decides which of the applicants will be selected for interviews.
3. Notification to Applicants: Applicants selected for interviews are notified by phone and letter of the date, time, and location of the interviews. Applicants not selected for interview are notified by letter.
4. Investigation: Further investigation of the applicants to be interviewed is conducted. The credit, criminal, and professional discipline histories of the applicants are requested, and the results are given to the Committee. The Committee seeks comments from judges, attorneys and the community.
5. Interviews: After all the interviews are completed the Committee discusses the relative qualifications of all applicants.
6. Nominations: The names of selected interviewees are submitted to the Presiding Judge of the Superior Court. The nominees are listed in alphabetical order without any indication of preference by the Committee.